

SAPC-10101 ✓

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MEMORANDUM FOR: Director of Materiel

26 November 1956

SUBJECT : Procedure for Local Procurement in Europe

25X1A 1. You will have seen and we have discussed two messages I have  
sent out which touch on the subject of local procurement in Europe. One was  
a reply to a cable from [REDACTED] on supply procedures in general, the other  
contained a proposal to formalize our arrangements with the [REDACTED] 25X1A  
for the handling on our behalf of AQUATONE business including local procure-  
ment [REDACTED]. This memorandum is to request that you, in coordination  
with the Project Director of Administration and the Project Comptroller, draft  
a message to go to [REDACTED] on the 25X1A  
procedures to be followed on the handling of local procurement [REDACTED] 25X1A  
[REDACTED]

25X1A 2. I believe this can be a relatively brief message and the rules  
of procedure prescribed from here can be quite simple so as to allow the  
Materiel Officers of the two detachments and witting personnel of the [REDACTED] 25X1A  
[REDACTED] considerable flexibility in working out their arrangements. I should  
think that the minimum essentials which we should prescribe would be (a)  
minimum information to appear on a simple form of requisition, (b) a rather  
generous financial limit on the magnitude of any single requisition which  
can be levied by a detachment upon one of the procuring offices without prior  
headquarters approval, (c) a procedure for sending a carbon copy of each  
requisition after procurement has been accomplished, or some other satisfactory  
record, to this headquarters, (d) a procedure for advancing funds to or  
reimbursing the procuring office from AQUATONE funds.

3. Since most local procurement will presumably be requested and  
carried out without any prior headquarters approval of individual items or  
amounts, the Project Comptroller should consider the wisdom of (a) establish-  
ing an upper limit to the total amount of such procurement undertaken by each  
detachment, with provision that the limit could be increased from time to time  
as the need was demonstrated. He should also consider an extremely brief  
periodic report (monthly ?) of estimated total value of such procurement requested  
by the detachments.

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4. You will doubtlessly wish to consider any guidance that should be furnished and any limitations that should be imposed on the detachments as to the character of items that are authorized to be requisitioned without prior headquarters approval. For instance, we would probably wish to know in advance if they plan sizeable expenditures for recreational supplies or for other items not directly related to their support in the performance of their primary mission.

**RICHARD M. BISSELL, JR.**  
Project Director

RMB:djm

1-Addressee

2-Dep. Pro. Dir.

3-Pro. Dir. of Admin.

4-Pro. Dir. of Operations

5-Pro. Comptroller

6-Contracting Officer

7-RMB Chrono

8- [REDACTED]

9-Proj. Chrono

25X1A